

**Mecklenburg County**  
**Emergency Juvenile Crime Prevention Full Council Virtual Meeting**  
**April 16<sup>th</sup> 2020**

**Members Present:** Janelle Fleck, Sonya Harper, Kendra King, Kevin Poirier, Leigh Altman, Jessica Davis, Russell Price, Jason Tryon, Heather Taraska, Wanda Douglas, Lt. Gene Lim, Denise Steele-Campbell, David Strickland, Britney Bogues, Tomika Moore, Dr. Keith Cradle

**Staff Present:** Scott Stoker, Elizabeth Swann

**Guests Present:** Shavonda McClure-Tresports, Amber Watlington-CMPD Youth Diversion Cara Evans-Patterson-CMPD Youth Diversion Travis Irving-CMPD Youth Diversion, Achieving Success on Purpose, Cara Evans-Patterson-CMPD Youth Diversion, Glenn Smith-Life Connections-DASH, Chablis Dandridge-Life Connections-DASH, Jonelle Giulianelli-DASH Life Connections, Becky Smith-Thompson Child & Family Focus, Tiffany Bridges- Thompson Child & Family Focus, Darryl Bego-Youth Development Initiatives, Robin Sturdivant-Team Up Connections, SHIFT -Shannon Chambers, SHIFT- Reggie McNeil, Ira Lawrence -Bunk 57 Ministries,

*Members Absent:* Dr. Cotrane Penn, Ashley Murrell, Scott Littlejohn, Commissioner Pat Cotham,

The meeting was called to order at 4:30 p.m. by the Chair Kevin Poirier. Quorum was established.

*Kevin Poirier, JCPC Chair communicated this is the first virtual meeting due to the recent COVID-19 pandemic. We are all experiencing a new normal. We will still be able to produce good information and still have presentations to make funding decisions. The deadlines can still be met so programs can be funded by the appropriate date so youth, families and communities can get services that they deserve.*

**Review of April 16<sup>th</sup>, 2020 Agenda:**

*Kevin shared his screen with JCPC members and participants.*

**Welcome**

JCPC Chair Kevin Poirier took attendance by having the council members say present in order to keep an attendance log. Quorum was established.

**Announcements / Reminders**

The attendance requirement is now 65% of all regularly scheduled committee meetings.

The inclusion of special and assigned subcommittee meetings is no longer applicable, its 65% of all regularly scheduled meetings. There are no excused absences. Members cannot miss three consecutive regularly scheduled committee meetings. To have action in the subcommittee meetings there must be a quorum to be able to vote.

**Recommendation Language Addition to the By-Laws Committee**

*Kevin shared his screen with JCPC members and participants.*

There are 3 major things to go over in the conversation with Mecklenburg County and the attorneys. It was determined that needed action was required to make some amendments to the JCPC by-laws so that the JCPC Council would be able to meet virtually. The JCPC by-laws previously didn't state that a meeting could be held virtually. The By-Laws Committee met on Monday to recommend a language additionally to the current JCPC by-laws. Kevin shared his screen so the text could be read and reviewed

which was also sent out with the agenda. It was reviewed and voted on to be sent to the full JCPC Council by the By-Laws Committee at the April 13<sup>th</sup> meeting. The language states Remote Meetings and Participation “During a declared state of Emergency which has been declared by either the State of North Carolina or the County of Mecklenburg the chairperson or designee is authorized to declare that an official meeting shall be conducted in whole or in part thru remote means. The meeting will be conducted pursuant to the Mecklenburg County Juvenile Crime Prevention Council Rules of Procedure for Remote Meeting and Participation”. Kevin allowed council members to read over the information and with the council’s approval it will be added to the JCPC by-laws. The last part will be the Rules and Procedures for Remote Meeting and Participation which is the 2<sup>nd</sup> item on the agenda. The County helped crafted the language from their virtual meetings in this period of unprecedented with an inability to meet in person. Kevin asked for a motion to add the language to the JCPC by-laws so discussion can develop if needed. *Jessica Davis* moved to accept the language to be added to the JCPC By-Laws that is stated on the screen. *Dr. Keith Cradle* seconded. *Kevin* asked if there is any discussion around adding remote meetings and participation languages to the full JCPC By-Laws ?

*Discussions*

*Russell Price* inquired if this is something that can also be put in place where the council can meet over holidays or at times where there may be a question about having a quorum ? *Sonya Harper* communicated that the position of the county is basically is for this to be made available for times when there is a state of emergency anytime and other times. This is still an advisory board; it is an open meeting that we would still have that expectation that we meet in person whenever the situation permits. Right now, we would just be looking to be able to have this in place at times when we would have a state of emergency.

Kevin will record the voting on the JCPC By-Laws change by calling out the council member’s name and state yes or no. This will be relevant because that’s how we will adopt the next part.

Yes	Opposed	Abstain
9	0	0

The vote passed to accept the language to be added to the JCPC By-Laws.

**Adoption of Recommended Remote Participation Policy for JCPC**

***Kevin shared his screen with JCPC members and participants.***

The language was crafted with the assistance from the county regarding what remote participation would look like. Kevin shared his screen so the text could be read and reviewed which was also sent out with the agenda. Kevin states it is self-explanatory in terms of being similar to how we do an in-person meeting, we are doing roll call votes by asking everyone how they are voting. Kevin asked for a motion to adopt this in order to have discussions and if anyone has any questions. *Kendra* made a motion to adopt the remote participation policy meeting procedure as stated in the document. *Wanda Douglas* seconded. Kevin asked if there is any discussions or questions about this remote participation policy ?

Yes	Opposed	Abstain
12	0	0

The vote passed to adopt that as a remote participation policy. Kevin said these two documents were very important because these will guide how we’re going to proceed through the next meeting and possible the current meetings going forward. Thinking about what we need to accomplish in the next two meetings is really the busiest time of the year. We have the RFP that has been out, and we need to

hear from the programs that need to present, and we have to make funding decisions, so the programs have funding for the FY 2020-2021. Its very important for us to do some type of virtual presentation and allow programs to present to the JCPC council. The previous presentation guidelines have been modified and Kevin shared his screen to go thru the logistics of what it will look like. This is an Emergency JCPC meeting, the regularly scheduled meeting is going to take place on April 23rd, 2020, we had previously moved the April 16th meeting, we are now meeting on April 23rd and that's when the program presentations via WebEx will be.

### **Program Virtual Presentation Guidelines and Support for RFP**

#### ***Kevin shared his screen with JCPC members and participants.***

Programs should be aware of all the logistics to be prepared to present next Thursday. There will be 5 minutes for virtual presentations for each program. We will have a WebEx host who will have access to the cumulative folder of presentations. Programs will present a PowerPoint presentation and they will advance slides by saying next slide and the WebEx host will click thru. All JCPC members will be able to see the presentation through WebEx and screen sharing. The PowerPoint will be sent out in a shared folder. If the JCPC council members want to access the PowerPoint presentation of a particular program on their own computer, they can do so. The linked folder with the FY20-21 RFP's were sent via email for the April 16th meeting again. That is for the virtual presentations. The 5 minutes for questions have been modified just because of the logistics and having a 60 person WebEx meeting can be challenging, so for the 5 minutes questions we're going to do pre-submitted questions only. The guidelines for that is programs will be asked a maximum of 5 questions and we'll have a maximum of 1 minute to respond to each question.

Questions may be submitted and will be asked in the order there are received by emailing the JCPC Chair and cc Elizabeth Swann prior to 5PM on Wednesday. Questions should be submitted in the following format, in the email subject line "question for the JCPC presentations on April 23rd", having the name of the program to be asked the question, the question that you have for the program and then 2 bullet points. The questions that are chosen to be asked are at the discretion of the JCPC Chair, if less than 5 questions are submitted for any given program, questions might be asked from the JCPC Chair from a set of standard questions.

There is a note, please don't submit the same question for all programs or submit multiple questions for one program. This will give everyone an opportunity to ask their most pertinent questions and will also balance the need to monitor the amount of time for program and fairness to all programs. We have 15 program presentations and would like to keep it as informative and simple as possible so the information can be digested. This is the format for the 5 minutes for presentation and 5 minutes for questions that would be submitted. We want to encourage council members to look at the RFP's and come up with some questions for the programs beforehand, send them in by Wednesday 5PM in order to be ready to ask those questions in an efficient matter.

This is a public meeting and this WebEx holds 200 participants and we believe that this will hold all the programs, their staff, JCPC members and members of the public and guests that would like to be in the meeting. Kevin asked a maximum of 1 or 2 people narrate their presentation. Programs must send their presentation in PowerPoint format and the names of the 1 or 2 presenters by Wednesday, April 22nd @ 5PM to the JCPC Chair, Veronica Manderville & Elizabeth Swann so the materials can be put together and be prepared for the virtual presentation on April 23rd, 2020.

On Wednesday, April 22nd at 10am and 3pm Veronica Manderville will host a practice presentation run to make sure that the programs are comfortable with the technology.

Kevin asked the council member if they had any questions regarding the guidelines and logistics for the April 23rd virtual presentation.

*Discussions:*

Regarding the funding for the programs that are already in place and the ones that will be presenting as well, since we are at a standstill, what does it look like for the programs that have already obtain existing funding to implement their program ? Are they providing COVID-19 relief, what are they doing to continue to provide services to the community?

Scott Stoker provided information that currently all programs in Mecklenburg County are still providing services which are video conferencing their curriculum, having parents and families attend, making telephone contact calls. The transportation budget and some of the foods items are probably not being used right now, which will probably have to be returned to the State. Programs are still being asked to receive and accept referrals and log it into the NCDPS system and provide contact with families. Raleigh is sent a list of what programs are doing during the COVID-19 pandemic.

*AESOP program asked what is the order of the presentations, alphabetical, service type ?*

The order of presentation will be how the Funding Committee had scored the RFP, the info will be sent out shortly.

Kevin received an update that the WebEx can hold 2000 members. We are scheduled to have 15 programs on April 23rd @ 4:30pm, would like to keep it at a maximum of 10 minutes per program. No longer than a 3-hour meeting, come prepared to be engaged and listen to the presentations.

Kevin advised the programs to be mindful of the Wednesday deadline of submitting their presentations and all materials to the JCPC Chair, Veronica Manderville and Elizabeth Swann via email. The WebEx meeting invitation will be sent out for a 4:15pm log in, so we will be ready to start the meeting at 4:30pm promptly.

**Committee Reports:**

- State** Discretionary fund grants that were sent out are due back on Monday, the state is providing this fund for technology.
- County** Continue to submit invoices
- Marketing Committee** N/A
- Monitoring Committee** N/A
- Risk &Needs Committee** N/A
- Funding Committee** N/A
- Bi-Laws Committee** N/A
- Nominating Committee** N/A
- Program Support** N/A
- Executive Committee** N/A

JCPC Chair Kevin Poirier took a poll to adjourn the meeting by having the council members state yes or no.

Yes	Opposed	Abstain
10	0	0

Lt Gene Lim made a motion to adjourn. Dr. Keith Cradle seconded. Meeting was adjourned at 5:39pm.

